

# CLEAN HANDS SELF-CERTIFICATION FORM

TO THE APPLICANT: Please read this form carefully and completing before signing. The District government shall not issue or reissue any license or permit if the applicant owes more than \$100.00 in outstanding debt to the District of Columbia. This Self-Certification form is required to be completed and submitted with any application for a license or permit or renewal by the Clean Hands Before Receiving a License or Permit Act of 1996, effective May 11, 1996 (DC Law 11-118, DC Code Sec 47-2861 et seq.) as amended, effective October 21, 2000 (DC Law 13-183, sec 2(b), DC Code Sec. 47-2861 et seq).

I, \_\_\_\_\_, as \_\_\_\_\_, certify that  
\_\_\_\_\_ trading as \_\_\_\_\_  
at \_\_\_\_\_ using business tax number \_\_\_\_\_

as of this date, does not owe more than one hundred (\$100.00) in outstanding debt to the District of Columbia government as a result of:

- (1) Fines, penalties or interest assessed pursuant to the:
  - (a) Litter Control Administration Act of 1985, effective March 25, 1986 (DC Law 6-100; DC Code Sec. 8-801 (et seq.)(2001 ed.); or
  - (b) Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (DC Law 10-117; DC Code Sec. 8-901 (et seq.)(2001 ed.); or
  - (c) Department of Consumer and Regulatory Affairs Civil Infraction Act of 1985, effective October 5, 1985 (DC Law 6-41; DC Code Sec. 2-1801.01 (et seq.)(2001 ed.);
  - (d) Traffic Adjudication Act, Title 50 Chapter 23 of the DC Code (2001 ed.)
- (2) Past due taxes owed to the Office of Tax and Revenue pursuant to Title 47 of the DC Code;
- (3) Past due District of Columbia Water and Sewer Authority service fees pursuant to Title 34, Chapter 22 and 24 of the DC Code (2001 ed.).

I understand that a signed dated Clean Hands Self-Certification Form is required documentation to accompany an Application for a Master Business License, license endorsements, and permits. I understand that by completing and submitting this Form, I am not guaranteed that my license or permit will be approved.

I understand that the Department of Consumer and Regulatory Affairs may conduct an investigation to ascertain the veracity of the information contained herein.

I understand that if I knowingly provide false information on this Clean Hands Self-Certification form, the Department of Consumer & Regulatory Affairs will proceed immediately to revoke each license or permit for which I am applying and fine me one thousand dollars (\$1,000.00).

Signed by: \_\_\_\_\_ Title \_\_\_\_\_  
Signator's FEIN / SSN \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THE CLEAN HANDS SELF-CERTIFICATION FORM

All Sole Proprietors, Corporations, Limited Liability Companies or Partnerships must complete, sign and date, a **Clean Hands Self-Certification Form** when making application for any license, permit or renewal of same.

*Applicant must indicate:*

Line 1:	Full name of Applicant	1(a)	Applicant's Title
Line 2:	Business Name	2(a)	Trade Name (if applicable)
Line 3:	Business Address	3(a)	Business FEIN or Owner's Social Security Number
Signatory Line:	Applicant's Signature		Applicant's Title
	Applicant's FEIN or SSN		Date

### CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS

Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly to any instrumentality of the District of Columbia government, under circumstance in which the statement could reasonably be expected to be relied upon as true. (D.C. Code §22-2405)

### D.C. INSPECTOR GENERAL HOTLINE

If you are aware of corruption, fraud, waste, abuse, or mismanagement involving any D.C. government agency, official or program, contact the Office of the Inspector General (OIG) at the OIG Hotline, (202) 727-0267 or (800) 521-1639 (toll free). All reports are confidential and you may remain anonymous. By law, government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties or criminal prosecution in appropriate cases.

### NOTICE OF NON-DISCRIMINATION

In Accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 2.1401.01 et seq., ("the Act") the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disabilities, source of income, or place of residents or business. Discrimination in violation of the act will not be tolerated. Violators will be subject to disciplinary action.